

ARCS PROCEDURE:		PRO(TWPPO)-063.001
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## Post-RESET Visit Activities

### I. Purpose:

The purpose of this procedure is to lay out the steps needed to capture the information resulting from a RESET visit, to review the RESET report for task completeness, identify tasks not completed, propose tasks for future RESET visits, and discuss ways to improve the RESET visit process.

### II. Cautions and Hazards:

None.

### III. Requirements:

None.

### IV. Procedure:

#### A. TWP OPs Manager:

1. Compiles the RESET Report draft from the RESET technician's daily reports.
2. Holds debriefing with the RESET technicians. The OPs manager and the RESET technicians:
  - Report on site conditions upon arrival.
  - Review the task completions.
  - Locate the Audit-out forms and review for accuracy.
  - Locate the Instrument replacement forms.
  - Locate the Calibration Records.
  - Identify other configuration changes.
  - List tasks for future RESET visits.
  - Discuss other issues, including safety, Observers, etc.
3. Finalizes the RESET Report document.
4. Updates the Event Log with the actions of the RESET Visit according to the Event Log procedure.
5. Updates the Inventory Data Base with system changes, shipping according to the Inventory Procedure.
6. Delivers the documents listed below to TWP Document Controller:
  - RESET Final Report

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- Audit-in and Audit-out Reports
- Calibration Records
- Drawing Book
- Procedure revisions
- Instrument Replacement Forms

**V. References:**

1. Pre-RESET Visit Activity Procedure PRO(TWPPO)-060.
2. RESET Visit Activity Procedure PRO(TWPPO)-062.

**VI. Attachments:**

None.